



APPLICATION FOR USE OF FACILITIES

Fill out this application and return it to the Village Administrator, 200 Pondfield Road, Bronxville, NY 10708 (or fax to: 914-337-2683). A reservation confirmation will be mailed upon approval by the Village Administrator. This application is issued subject to the rules and regulations of the Village Code of the Village of Bronxville and is binding upon all members of your group.

1. Application on behalf of _____
Name of Group
2. By _____ Signature _____
(Individual Responsible for Application)
3. Address _____
4. Daytime Phone _____ Home Phone _____
5. E-mail _____
6. Facility/Location Requested _____
7. Purpose of Event _____
8. Approximate Number of Participants _____
9. Press Invited: yes no Is this event advertised anywhere: yes no
10. Will there be an audio system? yes no
11. Day & Date Requested _____
(If you are requesting numerous dates, please attach)
Will there be a rain date? If yes, please indicate here: _____
Time Requested ____AM ____PM to ____AM ____PM

Comments by Village Administrator:

Date _____

Reservation No. _____

RULES AND REGULATIONS GOVERNING FACILITIES

1. We will need a Certificate of Insurance naming Village of Bronxville as additional insured for \$2,000,000
2. Organizations or organized groups desiring exclusive use of a park or recreation area or a substantial portion thereof shall apply to the Village Administrator.
3. An organization or organized group that has been given permission exclusively to use a park or recreation area shall insure that grounds are left in a clean and orderly condition after use has concluded, and shall be held fully responsible for any damage incurred to the property, which is attributable to its use.
4. Organizations or organized groups using park or recreation areas may be required to furnish public liability insurance satisfactory to the Village Attorney.
5. No motorized vehicle, except a Village or emergency vehicle, shall be allowed or permitted on any park sidewalk, walkway or trail maintained for pedestrians or on any grass area of any park other than areas designated for parking.
6. No person may bring into or possess any alcoholic beverages in a Village owned park or recreation area.
7. No organization, group or individual may display, advertise or sell any article of a commercial or private nature, or permit the same by any co-sponsoring groups without the written permission of the Village Administrator.
8. No admission fee or other charge may be imposed on participants attending any function for which a facility has been reserved without the written permission of the Village Administrator.